

PRAIRIE BAND POTAWATOMI NATION

Job Description

Position:	Human Resource Specialist	Department:	PBP Family Health Center
Reports to:	Health Center Administrator	Grade Level:	8
Date:	3/9/09	Exempt	

General Summary Description:

The HR Specialist will perform the full duties of this position and work under the close supervision of the Health Center Administrator or designee. The HR Specialist performs a full range of human resources functions, including internal & external recruitment and placement, training, employee relations, performance management, compensation and benefit administration. HR Specialist will be responsible for providing advice to employees and management officials on HR policies and programs, as well as prepare reports for related programs. The HR Specialist also actively coordinates with the PBP Human Resources.

Duties/Responsibilities:

1. Develops, updates, and communicates personnel policies, benefits information and employee relations programs.
2. Compliance with employment regulatory requirements including Federal, State and Joint Commission requirements.
3. Directs the employment process including advertising, recruitment, interview and selection process.
4. Develops and coordinates employee orientation, development and training programs.
5. Prepares paperwork required to place employees on payroll and establishes personnel file.
6. Is responsible for compensation administration including salary and benefits administration; performs job analysis and periodically conducts or gathers salary survey information.
7. Assists with all open benefit enrollment meetings with employees and vendors for the nation.
8. Is responsible for employee relations programs including performance evaluations, employee counseling, employee communications, positive work culture, etc.
9. Coordinates Health Center payroll activities with the Health Center Accountant.
10. Verifies previous employment with proper authorization attached and completes documentation.
11. Responds to inquiries submitted by phone, mail or e-mail.
12. Develops, revises job descriptions for approval and maintains job descriptions for the Health Center employees.
13. Posts, and places newspaper advertisements for open positions when directed.
14. Email vacancy announcements to Employee Relations Coordinator in order to be added to Vacancy List and to be emailed to all PBP email users.
15. Extend all Health Center job offers, and follow up with written correspondence of offer.
16. Schedule all pre-employment screenings.
17. Other duties as assigned.

Minimum Qualifications:

Education

Minimum: Associates of Arts or equivalent to 5 years human resources experience.

Preferred: Bachelors Degree in Human Resources Management

Field of Study: Human Resources Certificate and business related.

Training and Experience

Minimum: Three to Five years.

Preferred: Six to eight years.